



REQUEST FOR APPROVAL OF DIGITAL FORM

INDIANA COMMISSION ON PUBLIC RECORDS

State Form 48874 (R / 9-02)

INSTRUCTIONS: Submit digital copy of the form on diskette with this completed request to the INDIANA COMMISSION ON PUBLIC RECORDS - 402 W WASHINGTON ST RM W472 - INDIANAPOLIS IN 46204-2739. Requests for original design or revisions must follow the standard forms revision process using State Form 36040 - REQUEST FOR APPROVAL OF NEW / REVISED FORM prior to submitting the form for addition to the State Forms Online Catalog. State Forms listed on the Catalog are for use by state and local government agencies, businesses and the general public.

AGENCY INFORMATION

Name of agency	Division	Agency number
Name of Forms Coordinator	Signature of Forms Coordinator	Date
Coordinator's telephone number	Coordinator's E-mail address	
Agency address		

METADATA

State Form number _____ Current Revision _____

Title of form: _____

Was the artwork created by Indiana Commission on Public Records Forms Management (*check one box*)? ☐ Yes ☐ No

If no, complete the following for our records:

Software used for creation _____ Version _____

Operating system (*check one box*) ☐ IBM (PC) ☐ Macintosh ☐ Other _____

How will form be stored (*check one box*)? ☐ State Forms Online Catalog ☐ Forms Database
☐ Agency Database Only

Is form going to be filled in online in the State Forms Catalog? ☐ Yes ☐ No

If yes, provide a fill-in version of this form.

TO BE COMPLETED BY ICPR

<input type="checkbox"/>	Approved. Attached is a printed sample of your form, designed by your agency, in PDF format. Please review this form for accuracy and return to Forms Management.
<input type="checkbox"/>	Approved. Attached is a printed sample of your form designed by Forms Management in PDF format.
<input type="checkbox"/>	Not approved for the following reasons:

Analyst	Analyst's telephone number	Analyst's E-mail address	Date
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